DOCUMENT RESUME

ED 229 039 IR 050 214

TITLE Social Science Libraries Section. Special Libraries Division. Papers.

INSTITUTION International Federation of Library Associations, The Hague (Netherlands).

PUB DATE Aug 82

NOTE 74p.; Papers presented at the Annual Meeting of the International Federation of Library Associations (48th, Montreal, Canada, August 22-28, 1982).

PUB TYPE Reports - Descriptive (141) -- Speeches/Conference Papers (150)

EDRS PRICE MF01/PC03 Plus Postage.

DESCRIPTORS *Archives; *Bibliographies; *Databases; Foreign Countries; Government Publications; *Information Services; *International Organizations; Library Acquisition; Library Associations; National Libraries; Oral History; Public Libraries; *Social Sciences

IDENTIFIERS Fugitive Literature; Machine Readable Data; Political History

ABSTRACT

Papers on social science documentation and information services presented at the 1982 International Federation of Library Associations (IFLA) conference include: (1) "Problems in the Availability of Some Social Science Publications," a discussion by Maurice B. Line (United Kingdom) of bibliographic control of fugitive literature in the social sciences and the need for local libraries to collect these publications; (2) "Interviews with Leading Political and Administrative Figures: A Contribution to Contemporary Political History," a description by D. A. Clarke (United Kingdom) of the establishment of oral history archives at the British Library of Political and Economic Science (BLPES); (3) "Machine Readable Archives: An Overview of Its Structure and Operations" by K. Gavrel, which outlines the mandate, organizational structure, operational and professional activities, and technical and administrative support of the Machine Readable Archives Division of the Public Archives of Canada; (4) "Social Science Information Services: An Overview of New Developments in Canada" by A. Pitersick, which reviews Canadian bibliographic activities in the social sciences, access to machine readable social science databases and Canadian government publications, and the activities of the National Library of Canada and other institutions in ensuring adequate social science information services; and (5) "Report on the Automation of the International Bibliography of the Social Sciences," a discussion by John B. Black (Canada) of the automation project's goals and achievements. (ESR)

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PAPERS

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48th IFLA General Conference – Montréal
August 22-28, 1982
International Federation of Library
Associations and Institutions

1982

IFLA GENERAL CONFERENCE MONTREAL 1982

Division: Special Libraries
Section: Social Science Libraries

46/SOC/1-E
96 – CS

PROBLEMS IN THE AVAILABILITY OF SOME SOCIAL SCIENCE PUBLICATIONS

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Meeting
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The "social sciences" can be, and are, variously defined. It will be generally accepted that they include economics, education, scciology, anthropology, and political science. History is sometimes included in the social sciences, sometimes in the humanities, and psychology is on the borders of science and the social sciences. The position of geography is not certain, but most classifications would put it in the social sciences, if only because so much geography is economic, social or political. For our present considerations, the marginal "social sciences" are not vital, since the problems that I shall consider arise mostly in the "central" fields.

One of the chief characteristics of the literature of the social sciences is the very wide variety of types and formats. In science and technology, most literature is in the form of journals, followed by books and report literature; while in the humanities, books predominate, followed by journals and manuscripts, although for historical research the range of material of potential value is quite large. In the social sciences, books and journals are roughly equal in importance. In addition to these standard forms, there are:

official publications
local government documents
report literature
"working papers"
newspapers
documents of trade unions, political parties, pressure groups, etc
survey reports
statistical data
ephemera of various kinds
documentary films
documentary sound recordings.

Physical formats range from the newspaper through the conventional book to individual sheets of paper, not to mention films and sound recordings. Duplicating machines and offset litho machines are common enough to make reproduction in considerable quantities fairly easy and cheap: almost anyone can be a publisher nowadays.

The sheer quantity of social science documentation is vast. Books and journals constitute only a small proportion of the total number of pages produced each year, and to these must be added non-book formats. In many countries the amount of official publications alone exceeds (in terms of pages) all the book output in the social sciences. Add to these every national and local newspaper, every document of every trade union etc, every piece of local ephemera, and so on, and the magnitude can be appreciated. Not all publications in all of these categories are concerned with the social sciences, of

course, but there is a very large proportion of them are. To solve the problem of availability for "difficult" categories of publication would contribute enormously to increasing the availability of social science publication; certainly they cannot be made fully available until "difficult" categories are tackled.

Both legal deposit and bibliographic control of many kinds of social science documents are very poor. The two problems are of course related, since good bibliographic control is very difficult to achieve without effective legal deposit, and effective legal deposit is very difficult to ensure if there are no records of what has been produced. In countries with good legal deposit systems, books and journals are relatively easy to obtain, as are many official publications. Other categories are very difficult to acquire at all comprehensively, and it is doubtful if most countries obtain by legal deposit more than a fraction of the social science documents produced. Some national libraries do make special efforts: for example, the Royal Library in Copenhagen has a special "Smatryksamling" for minor publications.(1)

Bibliographic control is poor not only because legal deposit is very incomplete. The inclusion in national bibliographies of the whole range of social science documents would add enormously to their size, hence their cost, and hence their viability. Some countries have special national bibliographies of official publications or of report literature, but in most countries the national bibliography, whether divided or undivided, contains only a small selection of publications other than books and journals. It may however be supplemented by local bibliographies, usually compiled by enterprising public libraries; examples of such bibliographies in the United Kingdom are East Anglia Bibliography and Northern Bibliography. Even these are known to be far from complete, and depend heavily on the cooperation of numerous librarians. Moreover, they do not by any means cover the whole country.

The problems of bibliographic control do not end here. Many publications have no "author" in the conventional sense, and their titles are often unhelpful and unindicative of their contents. Recording them in a form that will enable them to be uniquely identified and retrieved can be almost impossible. Subject access is equally difficult to provide. In fact, normal modes of bibliographic recording and access are simply not applicable to many kinds of social science documents. For example, the documents of a given trade union may be best recorded simply as an inventory under the trade union in question, with no attempt at individual cataloguing. Similarly, local emphemera may be best recorded under the locality, or under general topics if these can be found.

There is a further problem about bibliographic control. This is that a high proportion of all literature used by social scientists comes from outside their particular discipline, and even from outside the social sciences altogether. A social scientist wanting access to literature relevant to his topic will therefore be most unlikely to find it grouped neatly together. This is a problem not only for national bibliographies, but even more for specialist bibliographies and indexing and abstracting services.

The above considerations apply of course not only to national (and international) bibliographic control, but to records of material in local libraries. Non-conventional methods are generally used to provide local bibliographic access to many social science documents. A further reason for this is their physical format. It is simply not possible to store in a single sequence books, journals, newspapers and flimsy local ephemerae, let alone films and sound recordings.

It is implicit from what has been said above that most social science documents are not produced and supplied through normal publication and distribution channels. Thus it is difficult not only to find out what has been published, but also to acquire it; ordinary booksellers will not handle most of it, and it usually has to be obtained direct from the source. Even in the case of such material as local government documents, finding the right originating department is not always easy; finding out the name and address of sources of ephemeral material can be extremely difficult. Moreover, the chances of such material remaining in print for more than a month or two are very poor, even if the producing body itself remains in existence.

This means that ephemeral material, and much other locally produced material, has to be collected locally if it is to be collected at all. The most appropriate body to do this is usually the local public library. It must be on the lookout for locally produced material, and obtain it immediately; contacts with local printers and societies and regular searching of local newspapers for announcements can yield a great deal of material. One small consolation is that its cost is usually very small; indeed, much of it may be free. However, this advantage is greatly outweighed by the very high cost of seeking out and obtaining the material, not to mention storing and recording it. Thus, for all these reasons, a great deal of social science material remains uncollected by libraries, and unavailable for the future unless public-spirited individuals who have collected some of it pass it on to the library.

The problems of making social science publications available do not stop here. It was pointed out earlier that social science publications appear in a wide range of formats. Not only are these awkward to store, but many of them are very

perishable. Newspapers are an obvious example, but much ephemera is on equally poor paper. To preserve this in its original form would be extremely costly, as it would involve such processes as deacidification and/or lamination. An alternative is to microfilm it, but filming all such material to archival standards would be very costly. As a result, even when the material is collected, its availability for future generations is by no means assured.

It might be argued that much of the material in question is of little importance, and there is no need or justification for going to the cost and effort of obtaining, conserving and recording it. However, much of our understanding of previous generations rests on just such ephemeral material as we have been discussing, precisely because it is ephemeral and represents activities and opinions at a particular point of time, often in a particular place. Some major historical works have been based on just such ephemeral material. It is often much closer to the common man and his doings and thoughts than the formally published literature of books and journals is. An analogy might be the social survey compared with a tape-recording of ordinary people talking together in a cafe.

However, to pursue this analogy, if all conversations of all people in all cafes were recorded for all time, the sheer quantity would be totally unmanageable, and much of it would be superfluous. What is needed is a sample. One possible solution is for local libraries to collect all they can, and for a sample of this to be passed to the national library, or perhaps the national archives, for permanent preservation. Alternatively, a selection could be filmed and copies of the films passed to the national library, as well as being retained by the local library.

Solutions of this kind do not help with local bibliographic control. Because individual cataloguing of the normal kind is inappropriate and indeed impossible for much social science material, access through library catalogues is bound to be very imperfect. Often the only way to make the material available is to make readers aware that there are collections of, for example, local government documents, trade union documents, local ephemera, etc, to provide rough inventories, and to direct interested readers to the material itself. The material then becomes in effect its own catalogue. Sometimes its arrangement suggests itself - local government documents are most easily arranged by department, and within department chronologically, except when they are very voluminous, in which case some broad subject arrangement may be superimposed. Ephemera can also often be grouped in broad subjects, but this is somewhat dangerous, since subject boundaries and interests change. No firm rules can be laid down, since so much depends on the material itself. It can however be useful if the national library or other

appropriate body lays down guidelines that should be followed in local collections, so that readers going from one library to another are not faced with totally different systems and approaches.

It is clear that a great deal of the burden of collecting, storing and recording many kinds of social science publication must rest with local libraries. This does not of course mean that no action can be taken nationally. An active interest by the national library can do a lot to encourage other libraries, and the existence of special collections like that in the Royal Library in Copenhagen may serve as an example to others. The national library or some other national body could, besides laying down guidelines as suggested above, and also standards for regional bibliographies, set up a body that can act as a forum for the discussion and exchange of ideas and experience; in the United Kingdom, for example, there is an Advisory Committee on Ephemera and Minor Publications. Studies can and should be undertaken into various aspects of the problem; several such studies have been carried out in the UK, most of them sponsored by the British Library Research and Development Department.(2,3,4,5)

The national library can aid bibliographic control by encouraging and coordinating local or regional bibliographies, such as those mentioned earlier, to supplement the national bibliography; if these supplementary bibliographies are compiled by computer, they may be integrated into national files for publication on computer output microfilm or possible on-line access. A less ambitious task, which may also be undertaken by the national library, is the construction of a National Register of Collections of Ephemera, which can serve as a valuable guide to resources in various libraries. (The British Library is at present actively examining the scope and cost of such a register in the UK).

Action can also be taken internationally; the initiative taken by the Commission of the European Communities in the collection and control of "grey literature" is a striking example,(6) and although its fruits will be seen first in science and technology undoubtedly the social sciences too will benefit.

It is clear that almost everything to do with many categories of social science publication has problems associated with it: identification, acquisition, bibliographic control, local cataloguing, storage, physical access, and conservation. This paper has done no more than look rather generally and superficially at some of the problems related to availability and consider some of the possible solutions. Particular aspects and particular kinds of publication need much more detailed discussion. There is always the librarian's

temptation to aim at a 100% solution, and to be so dissatisfied with anything less that partial measures that would significantly improve the present situation are not adopted. This would be a great mistake. Any improvement in availability is a step forward, and in the area of social science documents above all, partial solutions are all that can be achieved. It is easy to understand why so little has been done about the availability of difficult categories of social science documents, but the difficulties are no excuse for total inactivity. It would be interesting and useful to know what actually has been done in different countries: very little information seems to be available in print. The whole area is one that the Section of Social Science Libraries might wish to consider in its programme for the next few years.

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1982

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International Federation of Library
Associations and Institutions

94/SOC/2-E
190-RE

IFLA General Conference 1982
Division of Special Libraries
Section of Social Science Libraries

Interviews with leading Political and Administrative Figures: a contribution to contemporary political history.

by

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Meeting
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Interviews with leading Political and Administrative Figures: a contribution to contemporary political history.

The British Library of Political and Economic Science (BLPES) has for many years been concerned not only to collect, preserve and produce the documents required for research in the social sciences, but also to develop new tools for scholars researching in those fields.(1) From 1969 to 1971 a research team visited the libraries of Government Departments based in London, and compiled and published a survey of unpublished materials in those libraries which are potentially of interest to researchers in the social sciences and could be made available to them.(2) Then, from 1970 to 1976, a survey was undertaken of twentieth-century British political archives, with the object of locating the papers of all persons and organizations influential in British politics between 1900 and 1951, encouraging their preservation, and publishing a guide telling scholars what papers survive, and where and under what conditions they may be consulted.(3)

BLPES has now turned its attention to providing a new source of evidence for recent political history, by the establishment and development of the British Archive of Political and Administrative History, comprising a collection of tape-recorded interviews with persons, eminent in public life, who have played a significant role in recent history, and whose personal evidence, brought out by skilled interviewing, might supplement conventional written sources of information.

Though oral history archives have been established in Britain in the fields of social, military and colonial history (including the development of higher education overseas) there has been no similar project established for "élite" political and administrative figures. This is in striking contrast both to the United States, where it has long been the practice to record interviews with senior figures from various Administrations, and to Canada, where the Library of Parliament in Ottawa is undertaking, in cooperation with the Public Archives, an oral history project on prominent Canadian public figures, ultimately intended to cover all Senators and Members of the House of Commons.

The need to supplement the existing primary sources for contemporary history by establishing such an archive of oral history, based on recorded interviews with key figures, is based on the following considerations:-

(a) Letter-writing and diary-keeping by key figures have greatly declined in recent years: for instance, only three members of the 1951-55 Conservative government kept diaries. From these one learns of many meetings of ministers of which no minutes were kept. Furthermore, civil servants are positively discouraged from keeping diaries or preserving papers. And the pressures of modern government also prevent the writing of those lengthy informative letters which have been an invaluable source in previous periods.

(b) Though some diaries have been kept (e.g. by Churchill, Crossman and Moran) it is essential to have the comments of their contemporaries in order to form a balanced view: historians working in this area are constantly told by politicians and civil servants that the published accounts contain distortions, and even factual errors, which require amendment.

(c) The official records are not themselves sufficient. Some meetings are not recorded at all, and other relevant papers may be lost or destroyed. At best, the official record may tell only part of the story. The state archives exist not for the benefit of future historians, but for contemporary administrative use. The Cabinet Minutes, which become accessible after 30 years, do not aim to record the course of Cabinet debate on each issue, but to make a clear record of the decisions which were reached, as a guide to Ministers involved in consequent action upon them. As Ministers are in regular day-to-day contact, the underlying motives, spoken either face-to-face or by telephone, are not recorded. Moreover, "every document has its history": often one does not know who drafted key documents, why they were drafted, who read them, how much notice was actually taken of them, which bodies they were put before and with what result. The underlying basis of contemporary history therefore has to be elicited by interviews.

(d) Interviews are needed to bring out the personal relationships which play a key part in policy formation at every level: whose advice was listened to ? and whose not ?

(e) In the last 25 years there have been great upheavals both in the machinery of government as a whole and in the responsibilities attached to the holders of particular offices. It is therefore necessary to have on record the way in which the machine worked and in which various key figures saw their jobs. Here evidence of civil servants who have lived through these changes, which have not necessarily been systematically recorded and evaluated, is of particular importance.

For these reasons BLPES was able in 1980 to obtain from the Social Science Research Council funding, initially for a six-month pilot project; and it was fortunate to have, as the research officer conducting the interviews, Dr. Antony Seldon, who had already interviewed a great number of relevant figures in the course of research on the Conservative government of 1951-55. His extensive knowledge of the history and personalities of the period, and his wide personal contacts, were crucial to the success of the project.

52 persons, all of them either retired Ministers or retired heads of Government Departments or chiefs of staff, were invited to participate. 39 of these agreed; and interviews were conducted with 29 of them. Of the remainder, one died before he could be interviewed; 9 (mainly people still in public life) gave provisional acceptance for a later interview; 6 gave temporizing replies; and 7 refused outright. The overall rejection rate (37%) was perhaps peculiarly high in this pilot project because of the desire to catch some important person before they were too old to be helpful: thus the average age of the 29 people actually seen was 72. For any work in the future an acceptance rate of 75% - 80% may reasonably be expected.

To ensure that the interviewee was as relaxed as possible, the interview itself was invariably held at a place chosen by the interviewee: in 19 cases at his home, in 10 cases at his club or place of work. Questions began with his entry into either politics or the Civil Service. He was then asked about each of his subsequent assignments: why he undertook the job and what he felt about it, what work he did, how the organization worked, his assessment of the performance of colleagues, and details of the key events which he witnessed. Interviews were always tape-recorded. Afterwards a transcript was typed and sent back to the interviewee for his comments. A copy of the original transcript, with the interviewee's comments was kept on file, as a highly significant part of the historical record; and copies of the final corrected text, together with the interviewee's stipulations regarding access to the text, were placed in the Archive.

In view of the confidentiality which is the basis of discussion and decision within British central government, it was necessary to give every assurance to participants that their confidence would be respected. In consequence each interviewer was given the opportunity to revise the transcript of his interview; and, following the example of the oral history projects in the Presidential Libraries in the United States, he was given the option of four types of restriction on access to the transcript by scholars:-

(a) completely open to scholarly use;
(b) open for consultation but permission required to make quotations;
(c) open for consultation subject to individual permission by the interviewee;
(d) completely closed until a specified date.

Well over half agreed that their records should be immediately available, and a further quarter said that they might be available subject to the interviewee's permission.

The pilot project was so successful that an attempt is now being made to find funds for a definitive project, lasting two years and covering 200 persons.

It did, however, highlight two important limiting factors:

(a) The key figures to be interviewed are bound to be elderly. People normally come to the peak of their careers, putting them in a position to play a significant role in decisions of national importance, late in life; and despite the liberalizing effect of the Ratcliffe Report of 1976 [4] Ministers and civil servants are inhibited from discussing events more recent than 15 years old. Some interviewees therefore either were simply too old to be interviewed profitably, or declined to be interviewed in the belief that this might be the case.

(b) Though oral interviews bring out a great deal of new and important data, with the passage of time it is perhaps inevitable that some of the evidence may be flatly contradicted by other reliable witnesses to the same transaction. This is perhaps an inherent weakness in the use of élite interviews as a source of political history; pointed out by the Rt. Hon. Enoch Powell, himself an interviewee for the project, who writes of having "repeatedly experienced the manner in which events are altered in the actor's memory, without his knowledge and against his will". (5)

British Library of Political and Economic Science. D.A. Clarke.

NOTES

(1) The British Library of Political and Economic Science wishes to acknowledge the support of the Social Science Research Council in funding all the projects reported in this paper.

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(5) The Times, 5th November, 1981, p.11. (Review of SELDON,A.: Churchill's Indian summer)

(6) Since writing the above, I have seen: SELDON,A.: "Elite" oral history at the London School of Economics. (Oral history journal, v.10 no.1, Spring 1982)

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Machine Readable Archives

An Overview of its Structure and Operations

by K. GAVREL

A. Introduction

In this presentation I would like to outline the existing mandate, structure, and operational activities of the Machine Readable Archives Division of the Public Archives of Canada. I will divide the presentation into the following topics: mandate and organizational structure; operational activities; technical support; administrative support; financial and human resources; and professional activities. I would like to emphasize that this overview reflects the current operations only, Rapid changes in technology and impending legislation particularly. Access to Information and Privacy and a new National Archives and Records Act, will certainly have a profound effect on the future operations, structure, and mandate of the Machine Readable Archives.

Before discussing the mandate and structure of the MRA it is important to understand that the Division is part of a traditional archives and as such we have tried to follow existing archival procedures and practices; and as part of the Canadian Federal Government the Division and Department are tied to the rules and regulations governing all federal departments and agencies.

B. Mandate and Organizational Structure

In order to understand the mandate and structure of the MRA I would like to give you a brief outline of the Public Archives and the legislative base on which it is founded.

Departmental Legislation, Mandate and Structure

The mandate of the Public Archives stems from two documents: the Public Archives Act and the Public Records Order. The Public Records Order outlines the responsibilities of the Dominion Archivist with respect to Public Records. A "Public Record" is defined as "correspondence, memoranda, or other papers, books, maps, plans, photographs, films, microfilms, sound recording, tapes, computer cards, or other documentary material regardless of physical form or characteristics, that:

(i) are made or received by any department in pursuance of federal law or in connection with the transaction of public business,

(ii) are preserved or appropriate for preservation by that department, and

(iii) contain information on the organization, functions, procedures, policies or activities of that department or other information of past present or potential value to the government of Canada."

Keeping in mind the definition of a public record, the mandate of the Public Archives is stated in the PRO in this way.

1. "With respect to public records in the custody of departments, the Dominion Archivist shall:

   (a) assess all proposals to destroy records and approve such of those proposals as he considers to be in the public interest" and,

2. "With respect to public records in his custody, the Dominion Archivist shall classify, store and safeguard:

   (a) historical records no longer required by departments and transferred to the custody of the Public Archives, and

   (b) records of defunct departments that have not been placed in the custody of some other department.

The Public Records Order also requires that government departments schedule their records. Scheduling in this context means outlining the life cycle of a record i.e. its length of time in the creating department, the length of time in "dormant" storage and its final disposition, either by destruction or through permanent retention in the Public Archives.

The Public Archives Act was last revised in 1952 and it is important in that it gives the Public Archives a mandate to acquire material in both the public and private sectors. It is presently under review to ensure the inclusion of newer media such as machine readable data, sound recordings and film, and to incorporate the new functions which have evolved since the Act was first passed in 1912.

In order to fulfill its mandate, the Public Archives is divided into three branches:

1. Archives Branch;
2. Records Management Branch; and
3. Departmental Administration

Each Branch has a specific role in fulfilling the mandate.

1. The Archives Branch is comprised of eight divisions (depending on the medium - maps, manuscripts, films and sound recordings, paintings, photos, printed materials, textual, public records and machine readable records) and ensures the acquisition, preservation and referencing of those records of historical value.

2. The Records Management Branch assists federal government departments and agencies in proper records management procedures. This service includes: recommendations and advice on scheduling and disposal of records; and the provision of the necessary storage, reference service and planned disposal of dormant records on an economical basis. These services are provided in six regional records centres across the country as well as the national capital region.

3. Departmental Administration undertakes has the administrative duties such as personnel, publicity, etc., as well as extensive conservation, restoration, micrographics and reprography programs.

Machine Readable Archives

The present divisional mandate stems from the mandate of the Public Archives in general and refers specifically to the appraisal, acquisition and preservation of u/r records. The mandate is:

> To appraise, acquire, control, and make available for research those historically valuable machine readable (EDP) records produced in the public sector and those of national significance produced in the private sector, and to assist in the development and promotion of data archival techniques in other organizations.

The present mandate requires clarification especially in light of new activities which could be undertaken as a result of impending legislation, in particular in the area of the management of machine readable data.

The Division itself is organized in the following manner:

[transparency]

The sections are divided to a limited degree according to function: The State, Science and Natural Resources Section and the Social, Economic and Cultural Sections are responsible for in the identification, appraisal, acquisition and processing of MRDF. The archivists in each section respond to the researchers requests particularly when such requests involve detailed examination of a particular file Archivists in these two sections are responsible for specific government departments.

The Documentation and Public Service Section is responsible for control, preservation, and provision of reference services for the divisional holdings.

C. Appraisal and Acquisition

This activity can be broken down into several sub-activities: identification of M/r records; evaluation of M/r records; and acquisition of M/r records appraised as having archival value.

C.1 Identification of M/r Records

It was originally intended in 1973-74 that the existing Records Management Program could be expanded to include the identification and scheduling (using traditional methods and procedures) of machine readable records. Seven years of experience, impending legislation, and changing technology have proved the contrary. Traditional records management techniques and the abundance of information produced by the government require a new approach to the management of information. In theory, the departmental records managers were to identify and schedule the machine readable records produced in their departments, with assistance from Records Management Branch staff; the archivists would become involved in the process at the time of the preparation of the records schedule. In practice, however, it has been the archivists who have been involved in the identification of the records and in assisting departments in the preparation of the schedules. This change in procedure is a result of the fact that departmental EDP programs developed separately from the existing records management programs. The two groups did not communicate and were not able to understand one another's needs. An inventory of EDP records in the federal government, undertaken by the Records Management Branch of the PAC, was to have been the starting point for the proper scheduling of EDP records. Although the inventory did help to identify some records it did not produce the anticipated results: the scheduling of EDP records. Five years later

the archivist are still in the process of identifying m/r records. The impending Access to Information and Privacy Legislation has been the impetus to undertake another inventory - this time it requires that all records including EDP records, be identified and classified. The Division has seconded two archivists to a governmental Task Force whose responsibility is to ensure that EDP records controlled by government institutions covered by the legislation are properly accounted for and reflected in the classes of records to be described in the proposed Access Register. From the preliminary results of the inventory there still appears to be a reluctance on the part of the departments to prepare the inventories.

Because of our concern for the loss of historically valuable data, the identification of m/r records has became one of the most important responsibilities of the Division. The Division will be establishing a section later this year to deal specifically with the management of EDP data in the federal government. The responsibilities of the section will include the development of standards, procedures, and guidelines based on EDP records management and data management policies in the government. Such standards and procedures would be prepared in conjunction with EDP personnel as well as records management personnel. The establishment of such a section will allow the archivists more time to devote to archival duties. The past seven years has certainly shown the need to develop a new approach to the management of EDP records and perhaps all information produced by the federal government.

C.2 Appraisal

Once the files have been identified, the archivist must then perform the most crucial of the archival activities: the determination of the value of the information. The appraisal process is, in my opinion, the most difficult task performed by the archivist. Once the decision has been made, particularly in the case of the destruction of information there is no means of recreating it. Computer technology has also had a tremendous impact on the proliferation of information and the useability of that information. Data that previously were too cumbersome to handle have now found a more compact and manipulable format. The linkage possibilities between data files also increases the potential for use. One does have a tendency to view all information in computer readable form as having some value to someone - the question now becomes the degree of value.

The NHA spent considerable time developing an "Appraisal Package" which archivists could use as a guide to appraise machine readable records. The archivist uses a flowchart to ensure that all aspects of the file are considered. Three important aspects must be considered: an analysis of the contents; an analysis of the technical specifications; consideration of the conservation and related costs, as well as considerations on the use of the information. No matter how objective one tries to make this process, there will always be a degree of subjectivity. The archivists background and experience and contacts with the research community will influence his or her decisions.

The archivist is required to prepare a written appraisal report detailing the appraisal decision, and including estimates both in terms of cost and person/time for the acquisition, processing, conservation and servicing of the file. This report is then reviewed by the Section Chief and the Division Director. This review process ensures two things: that the decision is less subjective and that the Division has sufficient funds to acquire the file.

C.3 Acquisition

The acquisition of a file appraisal as having long term value is in many cases a mechanical process-negotiating the transfer, assuring the transfer of the supporting documentation, and the physical copying of the file. Outside the federal government the acquisition of a file may require a more detailed procedure particularly in the area of negotiation.

D. Control

Control of the data files can be broken down into three sub-activities: processing of the MRDF; control of the intellectual contents; and control of the physical medium.

D.1 Processing

The processing of an MRDF is performed by the archivist and involves the verification of the data and supporting documentation. Depending upon the condition and complexity of the file, this process can take from a few days to several months. Verification quite often reveals that the supporting documentation is inadequate for secondary research purposes. The archivist may have to contact the creator of the MRDF in order to obtain more detailed information. This is one of the reasons why it is so important to acquire the data file as early as possible after creation. In order to verify the data the archivist uses a number of statistical packages and at times some specifically designed programs. No one commercial package exists which performs all of the required checks and it is up to the archivist to use the appropriate package. Once the verification is complete, the archivist prepares the documentation manual. The contents of the manual include all the administration information relating to the acquisition and appraisal and processing of the file, the codebook, the computer runs, and all relevant reference material. Guidelines have been established so that all archivist prepare the manuals in the same way. Differences, of course exist for processing various types of data and for the preparation of the related code books (e.g. summary data, data bases,

etc.) One important point to mention is that when archivists discover errors in the data they do not correct the errors. The errors are noted in the documentation prepared by the archivists. This procedure is in line with traditional archival principles.

Once the archivist has completed the processing of the file, the documentation manual is transferred to the Documentation and Public Service Section where it is reviewed for its clarity, and to ensure that all the required administrative information is complete. Once the review is complete, a catalogue entry is prepared according to the Anglo-American Catalogue Rules. The technical information about the MRDF such as DSN, record format, blocking factor, and all other physical characteristics of the data file and the technical information about the tape are input into a Tape and File Management System. This computerized system was designed specifically for the Division.

E. Conservation

While conservation is of the utmost importance in the Machine Readable Archives, it is conserving information rather than physical documents that is significant. Our storage medium is magnetic tape and, as such, requires certain conditions and maintenance to ensure that the information is preserved. The tape has 2 separate storage locations for each tape copy of the file. The storage sites are controlled and dust free, with a temperature of 21°C ± 2°C and a humidity level of 50% ± 10%. Procedures have been developed to ensure the preservation of the data: all tapes held in the library are precision rewound and cleaned yearly to ensure that the pressure within the tape remains a constant

eight ounces per square inch tension as well as cleared. Because of natural deterioration of the medium, one copy of each file is recopied every five years. It is hoped that through testing and better material this period can be extended. The tape management sub-system provides the tape library staff with the required information on which tapes require precision rewinding or recopying, and when.

Although the present storage medium is magnetic tape we are hopeful that such techniques as video disc recording can be applied to machine readable data. Such a medium would be more stable and allow more storage space. Part of the responsibilities of the Head of the Tape Library is to the technological advances.

The second part of our conservation program involves the microfilming of the documentation manuals. As we do not produce machine readable codebooks, we most provide proper conservation of the documentation manuals. We do this by preparing microfiche copies of the manuals. The administration information is not filmed. The microfiche copies can also be used for distribution purposes.

F. Public Service

The services offered by the Division include: tape copying, data extraction and to a limited degree statistical analysis. In providing these services the question of confidentiality often arises. Although the division's policy is to provide researchers with as much data as possible, there is also a clear obligation to protect the identity of the respondants. Approval has been given to the establishment of a position of Data Access Archivist whose duties will consist of examining all files before they are released for potential disclosure of respondant identities and editing anything necessary to eliminate such a risk. Some guidelines have been established in this area by work done on contract for the Division. However, it will be the Data Access Archivist who will be required to develop these in more detail.

In order to inform researchers of the existence of the Division and its holdings, we have begun to produce various finding aids. These finding aids range from the preparation of catalogues (as in a library) accessed by title, author, department or subject and the publication of brochures, specialized pamphlets, and a yearly catalogue of Holdings. It is hoped that a more efficient method of distribution will be developed which will enable the Division to provide information on its holdings more readily.

H. Technical Support

Technical support can be separated into manpower and software. In terms of manpower the Division has a technical consultant assigned to it to assist the archivists with day to day problems as well as to provide more detailed information and programs dealing with specific items such as databases, textual files. As the Division uses a service bureau for its computing facilities, we do have access to technical consultants provided by the service bureau. This consultation usually involves specific problems relating to the entered jobs.

The Division has one operational computerized system; namely, the tape and file management system. It provides the archivists and staff of the tape library with the required technical information to perform their work. This system was specifically designed for the Division. We are presently on Information Management System called MINISIS. The Division had created its own internal inventory of MRDF. Information for this inventory was obtained from both government and non-government sources. The information is now being input into the Minisis system in order to facilitate its use as a planning tool as well as a control mechanism, and also to provide information on the feasibility of using MINISIS as an information management system to control all aspects of the holdings. We are planning to undertake a feasibility study to determine what kind of system could be used to provide more efficient control of our holdings. It appears that this would be the best time to computerize information on our holdings in that the backlog of information is still at a manageable size and could be input into a management system. It would also provide a more efficient method of

I. Financial and Human Resources

I will only briefly mention this topic as the complexities of the Canadian government's budgetary system would take far too long to explain. The most important point to note is that our major expenditure is for computing services as we do not have our own computer. Approximately 70% of our budget is spent on the acquisition, processing, conservation and servicing of our files.

As far as human resources are concerned, as with everyone else, we do not have enough staff to carry out all of the work which we would like to do. The Division has only 15 person/years of which 7 are dedicated to pure archival work. In this period of government restraint it is not likely that many more will be forthcoming. We will most likely have to find ways to accomplish more work.

J. Summary

This presentation has only been a very brief overview of the current mandate, structure, and operational activities of the Machine Readable Archives. Although the basic archival work will always be a part of the mandate, I certainly can see changes in all three, as the Canadian government begins to understand and obtain better control of the new and changing techniques for the creation and storage of information.

réseaux
48e conférence générale de l'IFLA – Montréal
22-28 août 1982
Fédération internationale des associations
de bibliothécaires et des bibliothèques

networks
48th IFLA General Conference – Montréal
August 22-28, 1982
International Federation of Library
Associations and Institutions

1982

IFLA GENERAL CONFERENCE, MONTREAL 1982

Division: Special Libraries

Section: SOCIAL SCIENCE LIBRARIES

128/SOC/4-E

96-CS

SOCIAL SCIENCE INFORMATION SERVICES/ AN OVERVIEW OF NEW DEVELOPMENTS IN CANADA

by

A. PITERNICK (Canada)

Meeting
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128/SOC/4-E

SOCIAL SCIENCE INFORMATION SERVICES: AN OVERVIEW OF NEW DEVELOPMENTS IN CANADA

Introduction

In addressing the topic assigned to me, I have endeavoured to identify developments and problems which can be described as "Canadian". Such problems are not necessarily unique to Canada, and I hope that by presenting them in this way I may help information specialists in other countries to recognize similar problems, or may encourage them to offer solutions which they have already found.

The last decade in Canada has been one in which the idea of "Canadian Studies" has developed and has achieved what one might call "academic legitimacy". Canada is a comparatively young country, with a small population spread across a wide geographic area. The "time distance" between my home in Vancouver and Montreal is three hours - between Vancouver and St John's Newfoundland, four and a half hours. In the days when travel was slow, it must have been hard to imagine Canada as a country at all. Its first settlers came from France and England, giving rise to our two official languages. Many of its more recent inhabitants have come from other countries, and have ties with other traditions. These traditions have certainly influenced the direction of research and higher education in the past, as had the influence of our nearest neighbour - the United States. Until quite recent times, that direction was outward to other countries rather than inward to our own.

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The official recognition of something which might be identified as Canadian culture came in the 1940's with the report of the Royal Commission on National Development in the Arts, Culture and the Sciences (the Massey Commission) (1); one consequence of this report was the establishment of a National Library in 1953. A further search for what was called the "Canadian identity" was encouraged by the celebrations in 1967 of the centennial of Confederation. As the 60's drew to a close, concern began to be expressed about the lack of emphasis on Canadian literature, Canadian history, Canadian culture, and especially studies of Canadian social, political and economic problems. In 1972 the Association of Colleges and Universities of Canada appointed Dr T.H.B. Symons to head a Commission on Canadian Studies. His report, released in 1975, defined Canadian Studies as "teaching or research in any field that promotes knowledge about Canada by dealing with aspects of Canada's culture, social conditions, physical setting or place in the world".(2) It is within the context of this definition that I shall speak today.

At the same time as the Commission was carrying out its investigations, an independent assessment of the bibliographical situation was being made. In 1974, a National Conference on the State of Canadian Bibliography was held in Vancouver, which examined the current state and future requirements of bibliographic control for the various academic disciplines as they related to the study of Canada. A further Conference on Bibliography for Canadian Studies

was held in Halifax in 1981. For the sake of brevity, these conferences will be referred to in this paper as the "Bibliography Conferences" of 1974 and 1981 respectively.(3,4)

Retrospective Canadian Bibliography

With the creation of the National Library in 1953 the national bibliography - Canadiana - was started. This covers works about Canada and by Canadian authors wherever published, as well as Canadian imprints, and was extended back to 1950. For publications before this date, researchers have long had to rely on a patchwork of sources of varying quality, most of which provide no access by subject. Recent work at the National Library has now produced a retrospective Canadiana for monographs published from 1867 (the year of Confederation) to 1900, with a variety of access points including title and personal or corporate name as subject. Work on a pre-1867 segment has now begun. Independent of this work, an organization called the Canadian Institute for Historical Microreproductions (which was created in 1978 with a foundation grant from the Canada Council) has begun the enormous task of identifying and filming Canadiana published before 1900, wherever items may be located, and of providing bibliographic and subject access to them, as well as microfiche copies of the actual documents. "Subject access" in this case includes Dewey classification number and English and French subject headings. The Bibliothèque nationale du Québec is also

producing a retrospective Bibliographie du Québec covering the years 1821 to 1967, to meet up with its current counterpart which began in 1968. This bibliography covers a variety of formats and includes access by title, Library of Congress classification number and personal or corporate name as subject.

Outputs for all these bibliographies are being produced in machine-readable form as well as print or - in the case of the first two - COMfiche. Machine searching makes it possible to use keywords in title for subject searches - an obvious advantage where subject descriptions are limited. Detailed reports on all of these bibliographies were presented at the 1981 Bibliography Conference.(5,6,7)

Current Bibliography

Because of its small population and relatively recent development as a nation, Canada does not have a major publishing industry. What there is is in a constant struggle for existence against the influx of material from abroad, especially from Britain and the United States as the major producers of English-language publications. The Social Sciences and Humanities Research Council of Canada (SSHRCC) does support the publication of some 80 or 90 learned journals, most of them publishing in both languages. However, these by no means cover all fields of interest in the Social Sciences, nor are their authors exclusively Canadian. Eugene Garfield has documented for the Sciences the extent of non-Canadian publishing in Canadian journals,

and the extent to which Canadian authors publish in non-Canadian journals.(8) No such figures are available for the Social Sciences, but one can accept the fact that much publishing of interest to Canadian Studies is done outside the country.

Much of the literature of interest is indexed or abstracted in secondary services which also originate outside the country. A problem here is not that these services fail to cover the most important Canadian learned journals, but that the peculiarly Canadian nature of much research may not be recognized and made accessible to the searcher. Terminology is obviously a problem for francophone searchers since many of the major services use English vocabularies, but, for anglophones also, problems remain. Searching these databases online often makes it possible to identify documents by country of publication, but Canadian authorship is not so easy to trace. In a paper presented at the 1981 Bibliography Conference,(9) Sue Bishop described a search to find "Canadian citations" (her term) in the ERIC database on DIALOG. She identified five thousand items by searching "Canada" without qualification, but this number was increased to nine thousand - almost double - by searching on a total of 27 terms, including names of provinces, and by specifying special fields such as corporate source. Most of these access points would not be available to a manual searcher.

The Institute for Behavioural Research at York University produces Canadian Social Science Abstracts (CSSA)

- a file of abstracts of articles from selected Canadian journals. Thirty-nine titles are currently abstracted, and as many as 90 titles are represented in the file, which was started in 1972. Batch searches of the file can be made on demand through the Institute's Social Science Information System. Unfortunately, the file is merged with the Psychological Abstracts database and with entries from the Current Index to Journals in Education (i.e., the "CIJE" entries from the ERIC database) and cannot be searched separately. Searching of all files on the system is restricted to words derived from title or abstract, or author surnames, so Canadian entries cannot readily be identified.

At the level of non-scholarly or popular publications, or of Canadian news or Canadian reactions to what is happening elsewhere, there is virtually no coverage in the large, discipline-oriented abstracting and indexing (A and I) services. Canada has had to provide its own secondary services. But who, in this case, represents "Canada"? A variety of organizations have undertaken to index indigenous periodicals in other countries. In the United States a commercial publisher - the H.W. Wilson Company - jumped in early with the Reader's Guide and its many offspring covering mainly, but not exclusively, U.S. periodicals. In Australia, the National Library produces the Australian Public Affairs Information Service ; the Bibliothèque nationale du Québec has an official mandate to provide an index to periodicals published in Quebec - this is RADAR;

Répertoire Analytique d'Articles de Revues du Québec . In Britain, the Library Association produces the British Humanities Index and the Current Technology Index . Since the Canadian Library Association was on the scene before there was a National Library (like the Library Association in Britain) it likewise undertook to produce the Canadian Periodical Index (CPI).

The CPI by no means covers all Canadian periodicals, although a Canada Council grant in 1976 did make it possible to increase the coverage significantly. Some French-language periodicals are covered, and French-language cross-references are provided for articles published in French. The Canadian Education Index , which is produced by volunteer indexers and edited and published by the Canadian Education Association, uses English-language headings, but provides French cross-references to all articles. Neither of these services is available online at present. A couple of abortive attempts were made in the 1960's to provide indexes to Canadian business and technical periodicals and to Canadian newspapers. The first failed through lack of support; the second never got off the ground. In the 1970's, however, a commercial micropublishing firm - Micromedia - turned its attention to producing indexes to some of the microforms it was marketing, and then to producing other indexes which were independent of the micropublishing end of the enterprise. In 1975 Micromedia began publishing the Canadian Business Periodicals Index (now the Canadian Business Index) and in 1977 the Canadian Newspaper Index

(now the Canadian News Index). Both services cover English-language publications only.

Both these services have had to struggle to survive. Their raison d'etre really lies in their ability to provide access to information on Canadian problems and solutions, and to reflect Canadian interests and opinions, and this automatically restricts their market primarily to Canada. They were originally mounted as online databases on ORBIT and on QL - a Canadian system. In June of 1981, however, Micromedia went into receivership. The indexes are still continuing in print form, but the machine tapes are not being updated at the present time; ORBIT has dropped them, and at the time of writing they can be searched on QL only to mid-1981.

A news index for Quebec - Index de l'Actualité vue à travers la Presse écrite - has been published since 1974 by Microfor Inc., continuing an earlier index started by l'Université Laval. This can be searched online as QUEBEC-ACTUALITE on QL, but was also dropped this year by ORBIT.

Machine-Readable Databases

Canada has access to the major searching services based in the United States - DIALOG, ORBIT, BRS and MEDLINE - which automatically means access to a very large range of databases in the Social Sciences. Access is also possible to European systems (10) although the time difference of five hours between central Canada and Western Europe, and of eight hours between Vancouver and Western Europe, makes such

access difficult if not impossible. The prime mode of access to Canadian databases, however, is through three searching systems. One of these - CAN/OLE - was developed by the Canada Institute for Scientific and Technical Information (CISTI, a branch of the National Research Council) to serve in the first instance the needs of scientific and technical research and development. Some databases in the Social Sciences, however, have been mounted on CAN/OLE through agreement with the National Library of Canada. The other searching systems are commercially operated - QL Systems based in Ontario, and Informatech based in Quebec. As a federal government-operated service, CAN/OLE offers the option of a French or English command language; QL is searched in English, and Informatech's SABINE system is searched in French. Informatech offers only French-language databases; QL offers both French and English, as does CAN/OLE, although so far the latter has mounted mostly English-language databases.

Important databases on CAN/OLE are CAN/MARC (the online equivalent of the last few years of Canadiana) and the catalogues of recent additions to the library collections of CISTI (OON), of Environment Canada (ELIAS), and of Transport Canada (OOT). The Union List of Scientific Serials in Canadian Libraries is already mounted, and all Canadian librarians hope that the complementary Union List of Social Sciences and Humanities Serials Held in Canadian Libraries will soon be available online also. The IEC database provides access to current research projects in all subject

areas which are supported by government funds at Canadian universities. The Register of Research and Researchers in the Social Sciences which Paula Mitchell will describe later in this session has been tested, and is now being evaluated, for public access on CAN/OLE. The scope of this database is much broader for the Social Sciences than that of IEC. Finally, MICROLOG on CAN/OLE provides access to a selection of federal, provincial and municipal government documents. This database is supplied by Micromedia, which also offers a microfiche document delivery back-up service. MICROLOG faltered during the receivership period last year and one can only hope for its continued existence.

CAN/OLE offers a document-ordering service for items held by the CISTI library, and will pass on ILL requests to the National Library for items listed in the OONL file.

QL started as an experimental project called "Quic-Law", and later went public and broadened its database coverage. It remains the system for lawyers, offering full-text searching of federal, and some provincial, statutes and law reports. Some parliamentary databases, such as Hansard Oral and Written Questions and Standing Orders of the House of Commons are also available in full-text form. The searcher has the option of either English- or French-language versions of federal documents. QL mounts several databases important for Northern Studies - Boreal Northern Titles , the Arctic Science and Technology Information System , and the Yukon Bibliography. These databases are also available as printed services, but such is not the case

with a group of databases on QL which cover literature on Water Resources problems and issues and Canadian opinion and policy relating to them. Another database which exists only online is COMMUNICATIONS INFORMATION.

QL has been mounting an experimental file of the International Bibliography of the Social Sciences , and expects that the annual bibliographies for Economics and Sociology will soon be available for searching.

Informatech is important for providing access to information about Quebec. Databases available using the SABINE searching system are: RADAR - the general index to periodicals published in Quebec, HISCABEQ - a database of references to the history of Quebec and Canada, and ENVIRODOQ - sources of information on the environment in Quebec. In addition, SABINE mounts two French-language databases produced in Quebec which have no geographic restriction: URBADOQ - a file on urbanisation and city management, and BIBLIOCOM - an international bibliography on communication. Informatech also provides access to several databases important for the Social Sciences which are produced by the Centre nationale pour la Recherche scientifique (CNRS) in France - FRANCIS and PASCAL.

Canada now has online access to two major current news services. The first of these is INFO GLOBE - the full-text database of the Toronto Globe and Mail back to the end of 1977. In Vancouver at least, the complete edition of this newspaper can be searched online by the time the printed version hits the streets. Searching is primarily by keyword,

but field searching is available for a limited number of elements such as date, place of origin of the news item, and section of the newspaper - Editorial, Sports, etc.

QL has recently mounted a competing database - NEWSTEX, which represents the full-text version of the Canadian Press (CP) news agency's daily news stories, some of which never appear in a newspaper. These are contributed by CP bureaux across Canada, by reporters abroad, and by CP's 111 member newspapers across the country - including the Globe and Mail . Info Globe thus finds itself in competition with its own news stories. At last report, Info Globe was assessing the situation with a view to legal action if necessary. Information specialists interested in Canadian Studies can only hope that a state of peaceful coexistence can be assured since there is no equivalent to these databases in printed index form.

Info Globe now offers MARKETSCAN - quotations on the major Canadian and American stock exchanges - and has broadened its base through a reciprocal agreement with the New York Times by which each markets the other's databases in its own country.

Government Publications

Because of their importance to the Social Sciences, a note should be made on current access to government publications in Canada. Federal and provincial publications are regularly listed in Canadiana , and most of the

Provinces provide current listings of variable quality. A useful Guide to the Identification and Acquisition of Canadian Provincial Government Publications (12) was published in 1977. Microlog - either online or as a printed index - also provides access to government publications, including some municipal publications.

It is sad to report that government cutbacks resulted in the official catalogue of federal publications - now entitled Government of Canada Publications - changing in 1979 from a monthly to a quarterly. The index to government periodicals which used to be included in each issue was dropped at the same time. A more serious threat - to take away depository status for federal government publications from a large number of libraries - was averted, in part because of the lobbying of the Canadian Library Association.

Access to official statistical data has improved over the past few years with the development of CANSIM - the Canadian Socio-Economic Information Management System of Statistics Canada. The CANSIM Main Base contains more than 300,000 time series dating back to 1926, and is updated on all working days. It is maintained at a commercial computer service bureau and can be accessed (for a fee) from remote terminals, using either an interactive or a batch system. Data manipulation programmes are provided which permit techniques such as regression, modeling and forecasting. For those interested in the inter-relationships between a number of social conditions, cross-classified social statistics are available.

A Mini Base containing around 25,000 of the most widely used time series is also available from a number of secondary distributors offering a variety of software packages and support systems. Selected series from the Mini Base can be purchased in tape form; the University of B.C.'s Data Library has a number of the UBC Data Library has a number of series accessible on site for teaching and research purposes. These files are not updated, however.

For those interested in historical statistics, the historical collection of Statistics Canada publications, virtually complete to 1975, is available on microfiche from Micromedia.

Thematic Bibliography

I have previously noted the difficulty of isolating documents dealing with research on Canadian topics when searching the large subject databases, whether in print or online. A further complication for the searcher is that Canadian Studies are essentially interdisciplinary. It can easily be appreciated, therefore, that thematic bibliographies are of great value in Canadian Studies.

The 1974 Bibliography Conference identified the major bibliographic sources available at that time for research in the social scientific aspects of Canadian Studies. In some fields, such as Sociology and Anthropology, what was available was of quite recent origin; unpublished course reading lists were considered a valuable resource. In a paper reviewing the situation since 1974, which was

presented at the 1981 Bibliography Conference,(12) Lillian Rider points out that few new bibliographies have appeared for Canadian Geography, Sociology and Anthropology, apart from several on Canadian folklore. Much recent bibliographic work in Canadian History has centred on specific areas - Labour History, Urban History, Economic History, and the like. There have been notable advances in the bibliography of Canadian Law and Legal Materials, and some new sources in Political Science, Business and Education. Rider also notes regional and local bibliographies and form bibliographies - for example of maps and newspapers.

The interdisciplinary areas of Native Studies, Ethnic Studies and Women's Studies were each the subject of separate papers at the 1981 Conference, and those interested in these areas are referred to the proceedings for fuller information. Papers were also presented on Audio-Visual Materials and on Archives - both forms of documents which are very important for Canadian Studies. For each of these types of material there is a pressing need to make known what is available and where, and this need was reflected in specific recommendations approved by the Conference.

The bibliography provided by Lillian Rider indicates that much important bibliographic work is coming from university research centres, institutes and departments, as well as from libraries. This work should be encouraged by the new programme of support for Canadian Studies Research Tools which has been introduced by the Social Sciences and Humanities Research Council of Canada. This programme will

be discussed below.

The Contribution of the National Library of Canada

The 1974 Bibliography Conference recommended the establishment of an advisory body to monitor bibliographic activities in Canada. In 1975 the National Library Advisory Board created a Committee on Bibliographical Services for Canada (CBSC) to fulfil this role. The Committee was given an expanded mandate in 1980 and renamed the Committee on Bibliography and Information Services for the Social Sciences and Humanities (CBISSSH).

The basic responsibility of this Committee is to ensure that an adequate bibliographic and information infrastructure exists for study and research in the Social Sciences and Humanities in Canada. The Committee has carried out its mandate in a number of ways:

- monitoring the development of bibliographic activities; as examples, organising the programme for the 1981 Bibliography Conference, and maintaining an inventory of bibliographic projects in progress;

- encouraging coordination of bibliographic activity; to this end the Committee organised a workshop in 1977, sponsored by the National Library, which was attended by representatives of Canadian A and I services, and which

discussed coverage, standards, technical operations and financing of such services. The inventory of bibliographic projects in progress also assists in coordination of activities - at least it helps to prevent duplication of effort - and the Committee has proposed its conversion into a machine-readable database system;

- studying sources of support for Canadian bibliography; this work has resulted in several published papers drawing attention to problems and needs; (12,13)

- developing criteria for bibliographic compilation, and encouraging the use of standards; for example, the Committee recommended to the Research Councils that they require certain standards to be followed by scholarly journals which receive financial support from them. At the present time the Committee is surveying the extent to which the principles of bibliographic compilation are taught to students in selected departments at Canadian universities;

- promoting the creation and use of Canadian bibliographies, particularly by interaction

with the scholarly community.

The Committee has also proposed a number of projects for the future. These are not necessarily projects which the Committee can undertake on its own, but it hopes to encourage the National Library or, where appropriate, other bodies to sponsor such work. The projects are:

- A list of subject authority lists and thesauri which cover Canadian topics and which would be of value to Canadian indexing projects and subject bibliographies;

- The compilation of data showing where Canadian serials are, or have been, indexed;

- Studies of ways in which to develop a national information and referral network for Canada;

- A topic for discussion at the June 1981 meeting of the Committee will be the feasibility of establishing a clearinghouse for unpublished reports and other so-called "grey literature" in Canada. The Committee is particularly interested in what might be collected, and how it might be processed, from both a bibliographic and a subject point of view.

The National Library itself is working to improve its own services as they relate to Canadian Studies. The need for improvements, and a number of recommendations which would facilitate them, were spelt out in broad terms in the National Librarian's report to the Secretary of State on The Future of the National Library of Canada in 1979.(15) The National Library has now requested additional resources from the Federal Government over the next five years specifically to support and develop programmes in four main areas:

> 1. To establish a programme to fill in important gaps in the Library's Canadian collections and to make these materials more accessible to users. This would involve acquisition and organization of foreign theses on Canadian subjects, microforms produced in Canada, significant items of retrospective Canadiana, and selected literary and music manuscripts. Also proposed is the initiation of a programme of preservation for Canadian materials, especially old and rare newspapers, and replication of rare or limited Canadian music which is no longer for sale. Access to materials would be improved through the creation of full machine-readable records for older Canadian materials which are at present unlisted or briefly listed, and the provision of bilingual subject access to them. The

dissemination of bibliographic records for Canadian microforms and the creation of a union list of microforms are also proposed.

3. To investigate arrangements to decentralize the responsibility for acquiring and preserving parts of national collections of certain types of Canadian publications, such as local newspapers and municipal government documents. The National Library feels that such publications could be more effectively collected and maintained locally.

5. To enlarge the programme to provide bibliographic data on the Canadian literary heritage, including support for bibliographic research on Canadian topics. This proposal includes the enhancement of the current national bibliography by providing full descriptive cataloguing and bilingual subject headings for provincial and federal government publications starting in 1986/87 and for municipal documents and Canadian theses on microfiche starting in 1987/88.

6. To develop a programme to increase public awareness and use of the Canadian literary heritage and of the services provided by the

national library for Canadians. This proposal includes support for travelling exhibits, cultural events, and promotion of services at meetings of a variety of user groups - scholars, educators, researchers, and the like.

Other recent activities of the National Library which are of particular interest to the Social Sciences include the publication in microfiche form of the Union List of Serials in the Social Sciences and Humanities held in Canadian Libraries , the publication of Canadian Subject Headings - a list of subject headings compatible with the Library of Congress Subject Headings - and publication of a cumulation on microfiche of Canadiana for 1979-1980. It may be worth noting that the current Canadiana is available in print, microfiche and machine-readable form, and that the fiche and machine-readable versions both include Cataloguing-in-Publication data for forthcoming publications. Networking activities of the National Library will be discussed in a paper to be presented by Basil Stuart-Stubbs at the Second Plenary Session of this Conference.

The Contribution of the Social Sciences and Humanities Research Council of Canada

The Social Sciences and Humanities Research Council of Canada (SSHRCC) is responsible for funding a variety of programmes which support research in the designated subject

fields. Its programmes cover scholarships and fellowships, research communication (specifically grants for the publication of scholarly books and journals, and for support of learned societies and scholarly conferences) and research grants of various kinds. Its budget in 1981/82 approached $50 million. In January 1982 the Minister of Communications announced a funding increase of $11 million in constant dollars over the three-year term beginning 1981/82 to enable the Council to increase its grants for independent research on themes and in areas of national importance, and to assist the provision of resources and tools to support research. These last two programmes will be of most interest to this audience.

The Research Resources programme was established in 1979 as a result of the recommendations of a Consultative Group on Research Libraries. (16) A relatively modest amount of money has been made available so far each year to university libraries to support purchases which will maintain the excellence of social science and humanities collections which are considered to be of national significance. A proportion of the total funding is available on short notice for purchases representing "fleeting opportunities".

The Canadian Studies Research Tools programme was introduced in the fall of 1981 as a means of encouraging the creation of bibliographies, catalogues of collections and guides to archives which would support research in Canadian Studies. Attention was drawn to the need for such a

programme in the 1974 Bibliography Conference and in the report of the Commission on Canadian Studies, which emphasized some of the findings and recommendations of that Conference. Before the establishment of the programme, Council support for "research tools" was limited to those which could be considered under the Research Grants programme, which automatically ruled out many projects. That state of affairs continues to exist for bibliographic compilations which do not fall in the area of Canadian Studies.

The first group of awards under the new programme were made in March 1982. Fifty-five applications were received, and a total of $700,000 was awarded to 26 projects in grants ranging from $2,000 to the maximum allowable amount of $75,000. Several other proposals were returned with the suggestions that they be revised and re-submitted. Some projects may receive additional funding up to a three-year term. In addition, 52 new projects are being assessed at the time of writing in preparation for a further round of awards in June. The awards will be made in future on a yearly basis.

Guidelines for the new programme were developed largely on the model of those used for the Research Tools Program of the National Endowment for the Humanities in the United States. An ad hoc committee of librarians, archivists, and academics who were expert in bibliography worked to develop what they hoped would be foolproof guidelines. Early experience with the programme revealed a number of problems.

Several of these concerned policy matters:

- The Federal Government does not normally give direct support to the activities of departments or agencies of provincial governments. Does this mean that the Provincial and Territorial Archives are not eligible for support under the programme? Might they be eligible for support for special projects, beyond what might be considered their statutory responsibility?

- Can projects involving machine-readable data files and data archives be considered eligible for support? More specifically, would the programme cover cleaning of files?

- Publication, dissemination, or some other form of access is required for research tools funded by the programme. How can this be achieved for files which are only available in machine-readable form?

Other problems related to the nature of collections for which catalogues were proposed. The Committee took particular care to ensure that funds were not granted for what might be described as attempts to eliminate cataloguing backlogs, or to acquire funds for machine conversion of part of a general library collection.

Finally, many problems concerned bibliographic standards, particularly for compilations in machine-readable form. In a number of cases the Committee recommended consultation with experts, or inclusion of professional librarians and archivists on project teams or advisory bodies.

The National Program of Support for Canadian Studies

A pilot project to support Canadian Studies was funded by the Secretary of State in 1978 with a grant of $1.6 million. In July 1981, the Federal Government approved expenditure of $3.8 million over a three-year period for a National Program of Support for Canadian Studies, and a call for proposals was released in April of this year. In brief, the objectives of the Program are to:

1. "Encourage the development of new knowledge , and the ordering of existing materials in a pan-Canadian perspective ... .

2. Organize and promote opportunities for teaching, research, study and learning about Canada , through activities suited to the varied ways in which individuals learn and through an imaginative system of learning rewards ... .

3. Package, exchange and popularize

information about Canada in stimulating fashion and disseminate information to Canadians ... ." (17)

The Program will work in part by supporting three voluntary associations which work at the school, college and university level - the Canada Studies Foundation, the Association of Canadian Community Colleges and the Association for Canadian Studies. All three organizations have published bibliographies or teachers' guides, or have supported bibliographic activities in some way. The Association for Canadian Studies sponsored the 1981 Bibliography Conference, and was responsible for the attendance of a number of international delegates who participated in a panel discussion of resource collections for Canadian Studies collections outside Canada, and access to them.

The National Program also offers grants to libraries and archives, particularly for projects in support of continuing education for Canadian Studies. It will be interesting to see what contribution is made to information services in this area by libraries.

Conclusion

It can be seen that a great deal has been accomplished over the the past few years in Canada in encouraging bibliographic enterprises in the Social Sciences as they relate to Canada and Canadian affairs. In particular, the work of the National Library and the Research Tools

programme of SSHRCC should result in a much improved bibliographic base for study and research in Canadian Studies over the next few years. Much bibliographic compilation of importance can only be done by individual enterprise and effort, and the SSHRCC programme in particular should encourage individual bibliographers to undertake work which they would otherwise be unable to do.

In concluding this summary of developments I should like to point to two major problems. The first of these is the problem of ensuring the continuity of current Canadian bibliographies. In the section on current bibliography I pointed to the financial problems experienced recently by one commercial producer because of the small market for Canadian products. It should be pointed out that there is no federal programme which will guarantee continued support over a period of years to a current index or subject bibliography - at least in the Social Sciences or Humanities. Some government departments do support such efforts in the Sciences by ensuring that Canadian materials are covered in non-Canadian or international services, or by developing their own bibliographic databases. (18) The SSHRCC programme extends to retrospective indexes but not to current ones. In addition, SSHRCC under its Research Communications programme may award grants for the production of special issues of scholarly journals, and a number of bibliographic issues of journals have been supported in this way. But there is no guarantee that an annual bibliography could exist on this basis, or even that an editor would

agree to publish it year after year. A case in point is an annual bibliography of Canadian Literature which has more than once been "orphaned" by editorial decisions.

The second problem is that of bibliographic standards. Too many bibliographies which are important for their subject coverage are otherwise marred by problems such as lack of clear statements on the criteria used for selection of items or of sources checked, inadequate levels of description, or nonstandard abbreviations. A rich diet of proposals for Research Tools funding only shows that these problems are endemic among scholarly researchers - the very people who have the subject expertise to produce definitive subject bibliographies.

The SSHRCC Research Tools Committee is trying to ensure that appropriate bibliographic standards are followed for projects receiving awards, and is prepared to allow extra funding for consultation with bibliographic experts, or to encourage collaboration with librarians. The National Library and its bibliography committee (CBISSSH) are also working to increase awareness of this problem and assist with solutions. Bibliographic instruction is offered at this time by many university librarians in Canada to advanced students in their major fields of study, as well as to freshman. What is needed now is the development of an awareness of bibliography as an important component of the process of scholarly communication and as a tool for research. As a small effort in this direction, a two-hour workshop on "How to Compile a Bibliography" was held as an

"epilogue" to the 1981 Bibliography Conference. (19) I hope that the fact that it was well-attended bodes well for the future.

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Strathern, Gloria M. "The compilation of systematic bibliographies."
Williamson, Nancy J. "The compilation of a bibliography: bibliographic representation and organization."

25 May 1983

Anne B. Fitzpatrick

Report on the Reception of the

International Bibliography of the Social Sciences

for the

IFLA Social Sciences Libraries

Montreal, August 24, 1961

155/SOC/E-E
96-C5

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96

For more than thirty years the International Committee for Social Science Information and Documentation has been involved actively in a number of projects of interest to the worldwide social science community. Operating with the support of UNESCO and under the guidance of the Committee's General Secretary, Professor Jean Meynaud of L'Ecole des Hautes Etudes en Science Sociales, Paris, the ICSSID has undertaken a wide variety of projects and activities over the years. Of these the most notable and best known has been the four volume annual International Bibliography of the Social Sciences.

The tradition of the International Bibliography of the Social Sciences dates back to 1952 when the first volume was created:

International Bibliography of Sociology,
Volume 1 (1952) (Published 1952)
International Bibliography of Political Science,
Volume 1 (1952) (Published 1954)
International Bibliography of Economics,
Volume 1 (1952) (Published 1953)
International Bibliography of Social and
Cultural Anthropology,
Volume 1 (1958) (Published 1958)

Since the inception there have been 300,000 citations have been accepted, processed, edited and published in the International Bibliography. Until relatively recently all of this process was done manually and the process was organized in traditional ways. The Social Committee for many years and then the Centre of "Science Humaine" were located, in 1970 the Committee with the active support of the Bibliography's Managing Editor, Dr. Jean Stoetzel, moved the process to L'Ecole, Paris, computer a service in

Part of a Sub-committee on Education, but of this session and the work of the Sub-committee under the chairmanship of [illegible], [illegible] have a wide project to undertake with reference of the production of the International Biblicographer. The author was appointed Project Leader.

I will not attempt to propose a history of the project here, nor will I try to provide a detailed account of the trials and tribulations involved in any venture of this nature. What is more useful, perhaps, in the context of this session, is to give some indication of who the project was undertaken, how we went about it, what has been achieved and the direction in which we are headed.

The basic reasons for the project are understood can be summed up in a few specific points:

(1) to compare the speed with which the International Biblicographies could be produced using the most appropriate technology;

(2) to compare the presentation quality of the printed Biblicographies in relation to the subscription rates of the various groups about how many provided by traditional hot-metal composition;

(3) to enable the Committee to evaluate the possibility and necessity of on-line access to the International Biblicographies;

(4) to compare the possibilities for downstream up-date to the Biblicographies by personal communicants and collaborators produced machine readable, but machine the "network" was and is a major concern.

[illegible] to assign responsibilities of development and products and services based on the satisfactory achievement of [illegible] to be found in the International Bibliographic [illegible] in respect of British trade in the selective arrest and seizure.

The prime focus of the first project was the application of the [illegible] International Distribution of Responsible Choices [illegible] and the development of a software/hardware configuration that could be used to increase the open network of the Bri[illegible] to subsequent users. Both systems from [illegible] and the Executive's other responses. The secondary hardware was selected and software written [illegible] to enable the central [illegible] record. This check and process [illegible] to form a data base and then retrieve the files, [illegible] interactively direction. Basic input and central [illegible] record creation and data using an Alpha Micro [illegible] computer with dual 8 inch floppy and [illegible] printer in standard, [illegible] data was collected and added to form and then forwarded to Zurich for processing under the supervision of the Responsible Editor. Data from this system was transferred to the IBM Bern environment [illegible] in the Department of Social Liberal and served to create the data base used to develop files which were interfaced to a local Zurich [illegible] file [illegible] Photocomposition. Examples [illegible] were then forwarded to the Multilingual Typesetting Publications, in London, England.

It should be noted that the input data structure for this system has been based on the UNISIST Reference Manual and also that the minicomputer based system used to manipulate the file can generate versions of the data in ISO 2709 format or as simple variable length, carriage return delimited records. By means of these standard outputs, the 1979 and 1980 International Bibliography of Economics and 1980 International Bibliography of Sociology have been provided to UNESCO for use in its DARE system and are also available in an experimental on-line file mounted through the courtesy of GL Systems Limited, Kingston, Ontario. Other experimental use of the file is being undertaken in Helsinki and Torre.

Changes in microcomputer technology during the period since this project began naturally have had their impact on our activities. Not unexpectedly, this also has been a learning experience for all involved and our approaches to the use of the new technological opportunities presented to us have altered accordingly. For example, it became evident that in some ways the Alpha Micro was too powerful and too expensive a vehicle for the file creation tasks and that the software created on it was not readily transportable to less expensive and more widely available equipment. Accordingly, the data creation system has been re-done based on "off-the-shelf" file creation software (Datastar, a package not available when the project began) and MBasic which will run on virtually any CP/M based microcomputer system. The 1951 file of the International Bibliography of Economics, Inter-

national Bibliography of Political Science and International Bibliography of Sociology is being created on an APPLE II (with Microsoft Z-80 card) and on an Interton Superbrain II. The next target machine for implementation of the data creation software will probably be the Osborne I which has considerable potential as a distributed data entry system due to its low cost, portability and wide availability.

Our experience to date with the automation of the International Bibliography of the Social Sciences has served to demonstrate clearly a number of factors that must be borne in mind in any project of this nature:

(1) developing any automated bibliographic system is always more difficult than appears on initial examination.

(2) Automated bibliographic systems, even of a relatively complex international nature, do not have to be tremendously expensive or require grand supporting structures, organizations or facilities. The shoestring project still lives.

(3) disk storage rather than raw computer power is probably the biggest technical problem to overcome in the development of relatively low cost automated bibliographic systems. Floppy disk systems are quite satisfactory (and indeed, may be ideal) for initial data input and record creation. But even "medium sized" files (with the record size and complexity of a bibliographic record) require substantial disk storage for file building and manipulation. We should take heart, however,

in the fact that disk storage is getting faster and cheaper every day. Hence this element in the system is subject to considerable change at the present time.

(4) "compatability" is still a problem and may render the development of co-operative arrangements based on similar (but slightly different) hardware unacceptable. For example, a great many microcomputer systems today use the CP/M operating system and 5 and 1/4 inch floppy disks --- But few of these disks are interchangeable from one microcomputer system to another. Apart from CP/M there are few microcomputer operating systems that even approach being a "standard" and even among CP/M systems there are manufacturer specific "enhancements" that may make the transfer of systems from one machine to another anything but transparent.

(5) Along with "compatability", the ease with which information can (or often can not) be transfered from one system to another has become apparent in our activities. In the context of the Committee's program a major concern is the development of means of easily moving input data from potential national contributors to the main data base. The approach we are evolving is to focus on the use of CP/M based systems (most of which will be able to run the file creation software as is) and to use floppy disks or cassette tape as a transfer medium. Fortunately there is a relatively inexpensive cassette recorder available (UEA 295) that operates on 110/220 volts, 50/60 hz and records data in true digital form at speeds to 9600 baud --- and it has

a built in RS232C interface which looks like a modem to most computers. This device should enable us to overcome disk compatability problems and interchange material from different hardware configurations.

(6) the need for rapid and inexpensive communications among those primarily involved in the project became apparent from the start and was achieved by the use of electronic mail systems. This has enable us to link the key participants in Europe and North America in a fashion otherwise impossible. It has proved to be a vitally important part of the project.

Automation of the basic production of the International Bibliography of the Social Sciences is now an accomplished fact with the 1979 International Bibliography of Economics being published in 1981 as a result of this process and the 1980 International Bibliography of Economics and International Bibliography of Sociology currently being at the printers. At this point only the International Bibliography of Social and Cultural Anthropology remains to be added to the program, probably in 1983. We are now entering a period of refinement and enhancement of these initial systems. The next steps of development will be the placement of a stand-alone microcomputer data creation system in Paris as a precursor to the development of similar facilities in other locations. The arrival of increasingly powerful and less expensive microcomputer systems will enable the Committee, hopefully, to move forward with its aim of developing a re-

centralized network of national collaborators who are able to send their contributions forward to the Editor in machine readable form. The end result should be an enhanced flow of and accessibility to social science information in all parts of the world.

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International Federation of Library Associations and Institutions (IFLA)

Social Science Libraries Section
Session on Social Science Information,
Data Services, and Networking

FUTURE TRENDS IN INTERNATIONAL SOCIO-ECONOMIC INFORMATION SYSTEMS

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A B S T R A C T

As in other fields of knowledge, there is a trend in the Socio-economic Sciences towards mission-oriented information systems, for example, to support action in the field of human settlements or action in support of the development of the Third World. Mission-oriented systems are necessarily multi-disciplinary. A global information system in support of Third World development (SISTED) was provided in 1975. In the following seven years, the methodologies prepared for SISTED have been used as a basis for the design of several information systems with more restricted geographic scope. Action has been concentrated particularly in the regional Economic Commission of the United Nations. More recently these bodies have seen the need for common resources (multilingual thesauri, standards for bibliographic descriptions, operator's manuals and, possibly, computer software). In the absence of a global SISTED, many of its objectives are achievable through the exchange of data among compatible regional and national systems having the same mission-orientation.